

National Aeronautics and
Space Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT:

DISCONTINUED USE OF THE GOVERNMENT TRAVEL ACCOUNT (GTA)

Effective immediately, GSFC travelers will have the option of having airline tickets for official government travel issued via the government travel authorization (GTA) or their individual government issued charge cards. This is a phased-in approach to implementing Public Law 105-264 that requires the use of the individual government charge cards for all travel, including airline tickets, effective January 1, 2000. Goddard will limit the use of the GTA to invitational travel orders and infrequent travelers, consistent with Public Law 105-264, beginning December 1, 1999.

Currently, all airline tickets for official government travel are charged to the GTA. Travelers who opt to charge airline tickets to their own government issued charge cards will receive \$150,000 in flight insurance that is not provided with the GTA. Again, travelers may exercise the option of charging official airline tickets to their government issued charge cards immediately, but they will be required to do so beginning December 1, 1999.

For airline ticket reservations, travelers will continue to contact American Express, our travel service contractor. All reservations must be made and all tickets for airline service must be obtained through American Express in accordance with financial regulations. Whenever your individual charge card is used for airline tickets, American Express will charge it to your individual NationsBank MasterCard charge account, and you will be responsible for vouchering airline ticket expenses just as you voucher lodging and rental car expenses on your travel voucher (Standard Form 10 12). Airline ticket receipts must accompany your travel voucher.

The Financial Management Division's Travel Office will maintain the list of travelers who opt to use their charge cards for airline tickets. Travelers electing this option should send an E:mail to Rochelle Walton at rwalton@pop100.gsfc.nasa.gov or annotate the travel orders.

Travelers are reminded that the Nations Bank Master Card is for official government travel only and is to be used in accordance with travel regulations.

Government travelers may apply for a Nations Bank Master Card in bldg. 18, rm. 13 1. Questions regarding this announcement should be directed to Joan DeMarco, the travel charge card coordinator, on 6-5925.

Gale L. Fleming, Acting Chief
Financial Management Division

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